

Vendor

Reference Guide



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WAWF Introduction:

Wide Area Workflow (WAWF) provides the technology for government contractors and authorized Department of Defense (DoD) personnel to generate, capture and process receipt and payment-related documentation in a paperless environment.

Vendor Services:

Creating a 2-in-1 Service Invoice:

1. Log into **WAWF** at <https://wawf.eb.mil>.
2. Click "Logon to WAWF".

Note: Before being able to enter User ID and Password a message box comes up alerting user not to use the browser BACK BUTTON. Click "OK", and then enter User ID and Password or Certificate and click "Submit".

3. Click the "Vendor" link on the left side of the screen.
4. Select the sub-link for "Create New Document".
5. Enter Contract Number (e.g. GS10F0057J) (no dashes) and Delivery Order (e.g. M6785402A9007).
6. Select the CAGE Code for your company from the drop down box and click "Continue".

Note: If the contract data for the contract number you entered is not available in EDA, a gray alert box will appear. It is still OK to continue.

Wide Area Workflow

Create New Document

* = Required Fields

Contract Number *	Delivery Order	CAGE Code/Ext. *
GS10F0057J	M6785402A9007003	09NLO

Continue Reset Page Help

7. Enter the Pay DoDAAC (e.g. M67443) and click "Continue".
8. Click on the radio button for "Invoice as 2-in-1 (Services Only)". Document will cycle once and come back up.

9. Click “Continue”.
10. Complete the mandatory fields for the following if they do not automatically default using the information as found in your contract:
 - Issue Date (Contract issue date)
 - Issue By DoDAAC (e.g. M67854)
 - Admin DoDAAC (e.g. M67854)*
 - Service Acceptor DoDAAC and extension (if applicable)*

* Mandatory information

Wide Area Workflow

Issue Date: The Issue Date of the Contract.

Create New Document

* = Required Fields, Date = YYYY/MM/DD

Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC
GS10F0057J	M6785402A9007	09NLO	M67443

Issue Date	Issue By DoDAAC	Admin DoDAAC *	Inspect By DoDAAC / Ext.
2008/07/02	M67854	M67854	

Service Acceptor * / Ext.	Ship From Code / Ext.	LPO DoDAAC / Ext.
M67854		

Document Selected:

Invoice as 2-in-1 (Services Only)

11. Click “Continue”.

Wide Area Workflow

Header Addresses Discounts Comments Line Item Misc. Amounts

Data Capture - Invoice 2-in-1 (Services Only)

* = Required Fields, Date = YYYY/MM/DD

Contract Number	Delivery Order	Issue Date
GS10F0057J	M6785402A9007	2008/07/02

Shipment No.	Shipment Date	Final Shipment?	Invoice No.*	Invoice Date*	Final Invoice?
		N	INV000101A	2008/07/02	N

Document Total: \$0.00

Currency Code

USD

Create Document Return Page Help

12. Enter Invoice No., Invoice Date (YYYY/MM/DD), and Final Invoice (Yes/No) selection. *It is recommended you NEVER mark invoices as final.* If you leave the Shipment No. and Shipment Date fields blank, it will default directly from what is entered in the Invoice No. and Invoice Date fields.

Note: Do not, under any circumstance, forward date the Invoice Date. The Invoice Date must not be any later than the current date. It is best to use the "" shortcut (Shift + 8 to create a "*"), which will put the current date in this field.*

13. Click the "Line Item" tab at the top of the page. Under "Line Item Details" heading, click the icon under "Actions" to add a Line Item.

Wide Area Workflow

CLIN/SLIN M-STRIP

Add CLIN/SLIN

* = Required Fields

Item No. *	Stock Part No. *	Type *	Qty. Shipped *	Unit *	Unit Price *
0001	ODC5	SV - Services	3475	EA	\$ 1
SDN	ACRN	GFE?	Advice Code	Amount	
		N		\$ 3475.00	
AAA					
Description *					Transportation Ind. *
ODC5 (July 2, 2008)					N

Save Clin/Slin Return Page Help

14. Enter the Item No. (e.g. 0001 or 0001AA).
15. Enter "None" or "XXXX" In the "Stock Part" field. From the "Type" drop down menu select "SV" for services.
16. In the "Qty. Shipped" field, enter the total number of hours or fees for what you are invoicing.
17. Enter the appropriate code in the "Unit" field using the codes found in the "Display Units of Measure Table" at the bottom left of the screen.
18. Enter the "Unit Price". No dollar signs (\$) are needed but a decimal point two spaces to the left is required if there are cents in the dollar amount.
19. Complete the "Description" for the CLIN/SLIN. Be as descriptive as possible. It is extremely important to enter the Period of Performance for the services rendered.
20. Select "Y" or "N" from the "Transportation Ind." drop down menu.
21. Click the "Save Clin/Slin" button at the bottom of the page. If there are additional line items to add, click the icon under "Actions" to add another CLIN/SLIN. Repeat the steps for each Line Item.

Wide Area Workflow

Header Addresses Discounts Comments **Line Item** Misc. Amounts

Line Item Details:

At least one Line Item is required.

AAA	SDN	ACRN	Actions

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price	Amount	Actions
0001	ODC5	SV	3,475	EA	\$1	\$3,475.00	
0002	OCD6	SV	3,900	EA	\$1	\$3,900.00	

[Page Help](#)

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.

22. Select the “Comments” tab if you would like to add any comments to your invoice.

Wide Area Workflow

Header Addresses Discounts **Comments** Line Item Misc. Amounts

Comments

Initiator Comments

[Page Help](#)

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.

23. Select the “Header” tab to return to the Data Capture screen.

Wide Area Workflow			
Header	Line Item	Addresses	Misc. Info
INVOICE 2-in-1			
Required Fields			
Contract Number	Delivery Order	Issue Date	
GS10P0087J	M6785402A9007	2008/07/02	
Invoice Number	Invoice Date	Final Invoice	Invoice Received Date
INV000101A	2008/07/02	N	2008/07/02
Summary of Detail Level Information			Total
2 CUNISLUN(s)			
0 Miscellaneous Amount(s)			
Shipment Number	Shipment Date	Final Shipment	
INV000101A	2008/07/02	N	
Routing Information:			
Prime Contractor		Administered By	
CAGE Code: 09NLO Extension:		DoDAAC: M67854	
Name: IMPACT PARTNERS, L.P.		Name: SUPPLY OFFICER	
Service Acceptor		Payment Official	
Code: M67854 Extension:		DoDAAC: M67443	
Name: SUPPLY OFFICER		Name: DEFENSE FIN ACCT SERV/ACC CNTR	
Issue By			
DoDAAC: M67854			
Name: SUPPLY OFFICER			
<input type="button" value="Submit"/> <input type="button" value="Cancel"/> <input type="button" value="Page Help"/>			

24. Click "Create Document". This will allow you an opportunity to review the invoice and attach any documentation prior to "Submitting" the invoice to the Requiring Activity.

Pre-Populating a 2-in-1 Service Invoice:

Please Note: If the contract data for the contract number you entered is available in EDA, a “Populate CLINs” button will appear. Click this button to pre-populate CLIN information for the invoice. This feature will save you precious time and avoid keying errors. We strongly encourage use of Pre-Pop!

1. Log into **WAWF** at <https://wawf.eb.mil>.
2. Click “Logon to WAWF”.

Note: Before being able to enter User ID and Password a message box comes up alerting user not to use the browser BACK BUTTON. Click “OK”, and then enter User ID and Password or Certificate and click “Submit”.

3. Click the “Vendor” link on the left side of the screen.
4. Select the sub-link for “Create New Document”.
5. Enter Contract Number (e.g. GS10F0057J) (no dashes) and Delivery Order (M6785402A9007).
6. Select the CAGE Code for your company from the drop down menu and click “Continue”.
7. Click on the radio button for “Invoice as 2-in-1 (Services Only)”. Document will cycle once and come back up.
8. Click “Continue”.

Create New Document

* = Required Fields, Date = YYYY/MM/DD

Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC
M0068104D0002	0007	0VV82	M67443

Issue Date	IssueBy DoDAAC	Admin DoDAAC *	InspectBy DoDAAC / Ext.
2005/01/20	M00681	M00681	

Service Acceptor * / Ext.	Ship From Code / Ext.	LPO DoDAAC / Ext.

Document Selected:

Invoice as 2-in-1 (Services Only)

Populate CLINs Continue Return Reset Page Help

9. Complete the mandatory fields (*) if they do not automatically default.
10. Click “Populate CLINs”.



Create New Document

* = Required Fields

Contract Number	Delivery Order	Cage Code / Ext.	Pay DoDAAC
M0068104D0002	0007	0VV82	M67443

Invoice 2-in-1

Select CLIN/SLIN: *

☐ 0003

Continue

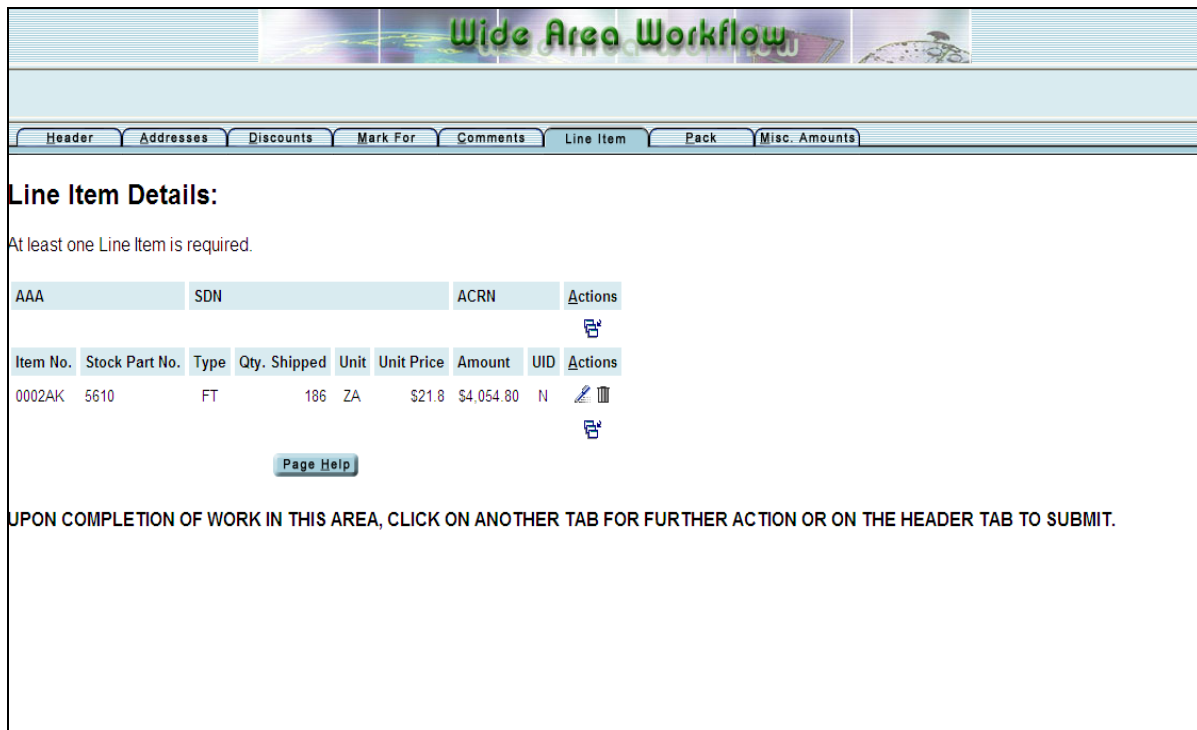
Return

Select All


Reset

Page Help

11. Select CLIN/SLIN by either checking the “Checkbox” next to the CLIN/SLIN number or by clicking the “Select All” button.
12. Click “Continue”.



The screenshot shows the 'Wide Area Workflow' application interface. At the top, there's a header bar with the title 'Wide Area Workflow' in green. Below this is a tabbed interface with tabs for 'Header', 'Addresses', 'Discounts', 'Mark For', 'Comments', 'Line Item', 'Pack', and 'Misc. Amounts'. The 'Line Item' tab is currently selected. Below the tabs, the section 'Line Item Details:' is displayed. A message states 'At least one Line Item is required.' Below this message is a table with columns: 'Item No.', 'Stock Part No.', 'Type', 'Qty. Shipped', 'Unit', 'Unit Price', 'Amount', 'UID', and 'Actions'. A single line item is shown with the following data: Item No. 0002AK, Stock Part No. 5610, Type FT, Qty. Shipped 186, Unit ZA, Unit Price \$21.8, Amount \$4,054.80, and UID N. The 'Actions' column for this item contains an edit icon (pencil) and a delete icon (trash). Below the table is a 'Page Help' button. At the bottom of the interface, a message reads: 'UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.'

 *Note: The system will direct you to the Line Item tab with the CLIN/SLIN information you pre-populated. Click "Return" if there are multiple CLINs/SLINs that you wish to select.*

13. Click the Edit icon from the "Actions" column if you need to edit CLIN/SLIN information.
14. Select the "Header" tab.
15. Complete the mandatory fields.
16. Click "Create Document".

Wide Area Workflow

Header | Addresses | Discounts | Comments | Line Item | Misc. Amounts


Data Capture - Invoice 2-in-1 (Services Only)

* = Required Fields, Date = YYYY/MM/DD

Contract Number: M0068104D0001 Delivery Order: 0001 Issue Date: 2005/01/28

Shipment:

Windows Internet Explorer

 The data in this document was populated based upon CLIN level contract data within the EDA system. Please ensure that you have updated all applicable data to reflect desired values for this submission.

OK

Document Total: \$4,054.80

Currency Code: USD ▼

17. A warning popup window will appear. Click "OK" to proceed.

Wide Area Workflow

Header | Line Item | Addresses | Misc. Info

INVOICE 2-in-1

Required Fields

Contract Number GS10P0087J		Delivery Order M6785402A9007		Iss. Date 2005/07/02
Invoice Number INV000101A	Invoice Date 2008/07/02	Final Invoice N	Invoice Received Date 2008/07/02	
Summary of Detail Level Information				Total
2 CLIN(S) (s)				
0 Miscellaneous Amount(s)				
Shipment Number INV000101A		Shipment Date 2008/07/02	Final Shipment N	

Routing Information:

Prime Contractor CAGE Code: 09NLO Extension: Name: IMPACT PARTNERS, L.P. Service Acceptor Code: M67854 Extension: Name: SUPPLY OFFICER Issue By DoDAAC: M67854 Name: SUPPLY OFFICER	Administered By DoDAAC: M67854 Name: SUPPLY OFFICER Payment Official DoDAAC: M67443 Name: DEFENSE FIN ACCT SERV/KC CNTR
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18. Click "Submit" to submit the invoice.

Final Steps before Submitting:

1. If after reviewing the invoice information you notice an inaccuracy, click “Return”. This will take you back to the Data Capture Screen to make revisions.
2. Once the information has been corrected, click “Submit” at the bottom of the “Header” tab. The invoice has now been submitted to the Requiring Activity for inspection/ acceptance.

NOTE: If required or desired, send additional email notifications to applicable personnel. To do this, click “Send More Email Notifications”. Enter the necessary email addresses in the spaces provided and click “Submit”. Once you create a new address it will remain in the address book until you delete it.

3. If additional invoices or receiving reports need to be created, choose “Return”. This will take you back to the initial WAWF input screen.

Creating a Combo Invoice and Receiving Report:

1. Log into **WAWF** at <https://wawf.eb.mil>.
2. Click “Logon to WAWF”.

Note: Before being able to enter User ID and Password a message box comes up alerting user not to use the browser BACK BUTTON. Click “OK”, and then enter User ID and Password or Certificate and click “Submit”.

3. Click the “Vendor” link on the left side of the screen.
4. Select the sub-link for “Create New Document”.
5. Enter Contract Number (e.g. GS10F0057J) (no dashes) and Delivery Order (e.g.M6785402A9007).
6. Select the CAGE Code for your company from the drop down box and click “Continue”.

Note: If the contract data for the contract number you entered is not available in EDA, a gray alert box will appear. It is still OK to continue.

Wide Area Workflow

Create New Document

* = Required Fields

Contract Number *	Delivery Order	CAGE Code/Ext. *
GS10F0057J	M6785402A9007003	09NLO

Continue Reset Page Help

7. Enter the Pay DoDAAC (M67443) and click “Continue”.
8. Click on the radio button for “Invoice and Receiving Report (Combo)”. In most cases, select the option “Destination” rather than “Source” for both the Inspection and Acceptance locations. Click “Continue”.
9. Complete the mandatory fields for the following roles if they do not automatically default:
 - Issue By DoDAAC (may default)
 - Admin DoDAAC (may default)*
 - Ship To DoDAAC

- LPO DoDAAC (if applicable)
10. Enter Shipment No., Shipment Date, Invoice No., Invoice Date (YYYY/MM/DD) and Final Invoice (Yes/No) selection.

Note: Unless the invoice is definitely the final invoice for the contract, be sure the drop down menu is set for "N".

Note: Do not, under any circumstance, forward date the Invoice Date. The Invoice Date must not be any later than the current date. It is best to use the "" shortcut (Shift + 8 to create a "*"), which will put the current date in this field.*

11. Select the "Line Item" tab at the top of the page. Under the "Line Item Details" heading, click the "Actions" icon to add a Line Item.
12. Enter the "Item No." (e.g. 0001 or 0001AA).
13. Enter the "Stock Part No.", and select the part type from the "Type" drop down menu (i.e.: "FS" for Federal Stock No or "VP" for Vendor's Part No).
14. For the "Qty Shipped", enter the total number of goods/supplies being invoiced.
15. Populate the "Unit" field by entering (e.g.) "EA" for Each, "LO" for Lots, or "S1" for Semesters. For additional Units of Measure, refer to the "Display Units of Measure Table" link found at the bottom left of the page.
16. Enter the "Unit Price". No dollar signs (\$) are needed, but a decimal point two spaces to the left is required if there are cents in the dollar amount.
17. Complete the "Description" for the CLIN/SLIN/ELIN. Be as descriptive as possible.

Wide Area Workflow

CLIN/SLIN/ELIN | UID | MILSTRIP

Edit CLIN/SLIN/ELIN

* = Required Fields

Item No. *	Stock Part No. *	Type *	Qty. Shipped *	Unit *	ISP	Unit Price *
0001	SD00013	SV - Services	200	EA	<input type="checkbox"/>	\$ 10

SDN	ACRN	GFE?	Advice Code	Amount
		N		\$ 2,000.00

AAA	Multiple Box Pack Indicator
	N

Description *

SV for July 02, 2006

Transportation Ind. *

N

Save Clin/Slin/Elin | Return | Page Help

18. You may fill out the Milstrip No. and Milstrip Qty. from the "MILSTRIP" tab if desired, but it is not required.

Note: Do not complete the "Long Line of Accounting" information (SDN and ACRN). The Government Acceptor is responsible for completing these fields during the invoice acceptance process.

19. Click the "Save Clin/Slin/Elin" button at the bottom of the page. If there are additional line items to add, click the icon under "Actions" to add another CLIN/SLIN. Repeat the steps for each Line Item.

Wide Area Workflow

Header Addresses Discounts Mark For Comments Line Item Pack Misc. Amounts

Line Item Details:

At least one Line Item is required.

AAA	SDN	ACRN	Actions					
Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price	Amount	UID	Actions
0001	SD00013	SV	200	EA	\$10	\$2,000.00	N	

[Page Help](#)

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.

20. Select the "Discounts" tab if you are offering a discount for payment processed in less than 30/15 days depending on the contract terms. Discounts can be one discount amount and one date combination or, up to two discount percentages and number of days combination. You may leave the "Discount Amount", "Discount Date", and "NET" fields blank. Complete the "Requested Data" fields, click the "Save Discount" button, and select the "Header" tab to return to the "Data Capture Screen".
21. Select the "Comments" tab if you would like to add any comments to your invoice and receiving report.

Wide Area Workflow

Header Addresses Discounts Mark For Comments Line Item Pack Misc. Amounts

Data Capture - Invoice and Receiving Report (Combo)

* = Required Fields, Date = YYYY/MM/DD

Contract Number	Delivery Order	Issue Date	Inspection Point	Acceptance Point			
GS10F0057J	M6785402A9007		D	D	Supplies/Services		

Shipment No.*	Shipment Date*	Estim.	Final Shipment?	Estimated Delivery Date	Invoice No.*	Invoice Date*	Final Invoice?
SHP00001	2008/07/02	<input type="checkbox"/>	N		INV00001	2008/07/02	N

Government B/L Number	ICN	Gross Weight	FOB
			S

First Line Haul Mode Document Total: \$2,000.00

Currency Code

USD

[Create Document](#) [Return](#) [Page Help](#)

22. Select the "Header" tab to return to the "Data Capture Screen".
23. Click "Create Document" at the bottom of the page. This will allow you an opportunity to review the invoice and receiving report and attach any documentation prior to submitting to the Requiring Activity.

Pre-Populating a Combo Invoice and Receiving Report:

Please Note: If the contract data for the contract number you entered is available in EDA, a “Populate CLINs” button will appear. Click this button to pre-populate CLIN information for the invoice. This feature will save you precious time and avoid keying errors. We strongly encourage use of Pre-Pop!

1. Log into **WAWF** at <https://wawf.eb.mil>.
2. Click “Logon to WAWF”.

Note: Before being able to enter User ID and Password a message box comes up alerting user not to use the browser BACK BUTTON. Click “OK, and then enter User ID and Password or Certificate and click “Submit”.

3. Click the “Vendor” link on the left side of the screen.
4. Select the sub-link for “Create New Document”.
5. Enter Contract Number (e.g. GS10F0057J) (no dashes) and Delivery Order (e.g.M6785402A9007).
6. Select the CAGE Code for your company from the drop down menu and click “Continue”.
7. Click the radio button for “Invoice and Receiving Report (Combo)”. Document will cycle once and come back up.
8. Click “Continue”.

Wide Area Workflow

Issue Date: The Issue Date of the Contract.

Create New Document

* = Required Fields, Date = YYYY/MM/DD

Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC
M0068104D0002	0007	0VW82	M67443

Issue Date	Issue By DoDAAC	Admin DoDAAC *	Inspect By DoDAAC / Ext.	Mark For Code / Ext.
2005/01/20	M00681	M00681		

Ship To Code * / Ext.	Ship From Code / Ext.	LPO DoDAAC / Ext.
M00681		

Document Selected:

Invoice and Receiving Report (Combo) Destination Inspection / Destination Acceptance

Populate CLINs Continue Return Reset Page Help

9. Complete the mandatory fields (*) if they do not automatically default.
10. Click “Populate CLINs”



Create New Document

* = Required Fields

Contract Number	Delivery Order	Cage Code / Ext.	Pay DoDAAC
M0068104D0002	0007	0VW82	M67443

Invoice and Receiving Report (Combo) Destination Inspection / Destination Acceptance

Select CLIN/SLIN: *

☒ 0003

[Continue](#) [Return](#) [Select All](#) [Reset](#) [Page Help](#)


11. Select CLIN/SLIN by either checking the “Checkbox” next to the CLIN/SLIN number or by clicking the “Select All” button.
12. Click “Continue”.



Header | Addresses | Discounts | Mark For | Comments | Line Item | Pack | Misc. Amounts


Line Item Details:

At least one Line Item is required.

AAA	SDN	ACRN	Actions					
								
Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price	Amount	UID	Actions
0002AK	5610	FT	186	ZA	\$21.8	\$4,054.80	N	 
								

[Page Help](#)

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.

 *Note: The system will direct you to the Line Item tab, with the CLIN/SLIN information you pre-populated. Click "Return" if there are multiple CLINs/SLINs you wish to select.*

13. Click the Edit icon from the "Actions" column if you need to edit CLIN/SLIN information.
14. Select the "Header" tab.
15. Complete the mandatory fields.
16. Click "Create Document".

Wide Area Workflow

Header Addresses Discounts Mark For Comments Line Item Pack Misc. Amounts

Data Capture - Invoice and Receiving Report (Combo)

* = Required Fields, Date = YYYY/MM/DD

Contract Number
M0068104D0001

Shipment No.*
ABGB1

Government B/L Num
S

First Line Haul Mode

Currency Code
USD

Document Total
\$4,054.80

Create Document Return Page Help

Warning Popup:
The data in this document was populated based upon CLIN level contract data within the EDA system. Please ensure that you have updated all applicable data to reflect desired values for this submission.

Final Invoice?
N

17. A warning popup window will appear. Click "OK" to proceed.
18. Click "Submit" to submit the invoice.

Final Steps before Submitting:

1. If after reviewing the invoice information you notice an inaccuracy, click "Return". This will take you back to the Data Capture Screen to make revisions.
2. Once the information has been corrected, click "Submit" at the bottom of the "Header" tab. The invoice has now been submitted to the Requiring Activity for inspection/ acceptance.

NOTE: If required or desired, send additional email notifications to applicable personnel. To do this, click "Send More Email Notifications". Enter the necessary email addresses in the spaces provided and click "Submit". Once you create a new address it will remain in the address book until you delete it.

3. If additional invoices or receiving reports need to be created, choose "Return". This will take you back to the initial WAWF input screen.

Creating a Telecom Invoice (Contractual):

1. Log into **WAWF** at <https://wawf.eb.mil>.
2. Click “Logon to WAWF”.

Note: Before being able to enter User ID and Password a message box comes up alerting user not to use the browser BACK BUTTON. Click “OK”. Then enter User ID and Password or Certificate and click “Submit”.

3. Click the “Vendor” link on the left side of the screen.
4. Select the sub-link for “Create Telecom Invoice”.
5. Select the “Telecom Invoice (Contractual)” radio button.
6. Click “Continue”.

1. Hide Menu

Wide Area Workflow

Contract Number: Enter the Contract Number in which the document is to be entered against.

Create New Telecom Invoice (Contractual)

* = Required Fields

Contract Number *	Delivery Order	CAGE Code/Ext. *
<input type="text"/>	<input type="text"/>	<input type="text"/>

7. Enter Contract Number (e.g. GS10F0057J) (no dashes) and Delivery Order (e.g.M6785402A9007).
8. Select the CAGE Code for your company from the drop down box.
9. Click “Continue”.

Note: If the contract data for the contract number you entered is not available in EDA, a gray alert box will appear. It is still OK to continue.

1. Hide Menu

Wide Area Workflow

Create New Telecom Invoice (Contractual)

* = Required Fields

Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC *
M0026410D0938	09NLO		M67443

Search For:

Invoice No.

☐ Template

☒ Active Documents ☐ Archived Documents

[Continue](#) [Return](#) [Reset](#) [Page Help](#)

10. Enter the Pay DoDAAC (e.g. M67443).

11. Click "Continue".

1. Hide Menu

Wide Area Workflow

Create New Telecom Invoice (Contractual)

* = Required Fields, Date = YYYY/MM/DD

Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC
M0026410D0938	09NL0	M67443	

Issue Date	IssueBy DoDAAC	Admin DoDAAC	InspectBy DoDAAC / Ext.
<input type="text"/>	<input type="text"/>	M00264	<input type="text"/>

Acceptor DoDAAC * / Ext.	LPO DoDAAC / Ext.
M00264	HQ0313

Document Selected:

Telecom Invoice (Contractual)

12. Complete the mandatory fields for the following if they do not automatically default using the information as found in your contract:

- Issue Date (Contract issue date)
 - IssueBy DoDAAC (e.g. M67854)
 - InspectBy DoDAAC (e.g. M00264)
 - LPO DoDAAC (e.g. HQ0313)
 - Admin DoDAAC (e.g. M67854)*
 - Acceptor DoDAAC and extension (if applicable)*
- * Mandatory information

Note: If InspectBy DoDAAC field is left blank, the InspectBy DoDAAC will be auto-populated with the Acceptor DoDAAC.

13. Click "Continue".

1. Hide Menu


Wide Area Workflow

Header	Addresses	Discounts	Comments	Line Item	Misc. Amounts
--------	-----------	-----------	----------	-----------	---------------

Data Capture - Telecom Invoice (Contractual)

* = Required Fields, Date = YYYY/MM/DD

Contract Number	Delivery Order	Issue Date			
M0026410D0938					

Shipment No.	Shipment Date	Invoice No. *	Invoice Date *	Final Bill?
INV754	2010/03/01 	INV754	2010/03/01 	N 


Document Total: \$0.00

Currency Code

USD 

[Create Document](#)
[Return](#)
[Page Help](#)

14. Enter Invoice No., Invoice Date (YYYY/MM/DD), and Final Bill (Yes/No) selection. *It is recommended you NEVER mark invoices as final.* If you leave the Shipment No. and Shipment Date fields blank, it will default directly from what is entered in the Invoice No. and Invoice Date fields.

 **Note:** Do not, under any circumstance, forward date the Invoice Date. The Invoice Date must not be any later than the current date. It is best to use the "*" shortcut (Shift + 8 to create a "*"), which will put the current date in this field.

1. Hide Menu

Wide Area Workflow

Header Addresses Discounts Comments Line Item Misc. Amounts

Line Item Information

At least one Line Item is required.

AAA SDN ACRN Actions




Line Item Details:

Item No.	Qty. Invoiced	Unit	Unit Price	Total Price	Actions
					

[Page Help](#)

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.

15. Click the “Line Item” tab at the top of the page. Under “Line Item Details” heading, click the icon under “Actions” to add a Line Item.

 *Note: If multiple line items have the same AAA, SDN, and ACRN, the Add AAA function is available to populate all line items with the same AAA, SDN, and ACRN.*

1. Hide Menu


Wide Area Workflow

Add CLIN/SLIN

* = Required Fields

Item No. *	Qty. Invoiced *	Unit *	Unit Price *
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
SDN	ACRN	Total Price	
<input type="text"/>	<input type="text"/>	\$ <input type="text" value="0.00"/>	
AAA			
<input type="text"/>			
Description *			
<div style="border: 1px solid black; height: 100px; width: 100%;"></div>			

16. Enter the Item No. (e.g. 0001 or 0001AA).
17. In the "Qty. Invoiced" field, enter the total number of fees for what you are invoicing.
18. Enter the appropriate code in the "Unit" field using the codes found in the "Display Units of Measure Table" at the bottom left of the screen.
19. Enter the "Unit Price". No dollar signs (\$) are needed but a decimal point two spaces to the left is required if there are cents in the dollar amount.
20. Complete the "Description" for the CLIN/SLIN. Be as descriptive as possible. It is extremely important to enter the Period of Performance for the fees being invoiced.
21. Click the "Save Clin/Slin/Elin" button at the bottom of the page. If there are additional line items to add, click the icon under "Actions" to add another CLIN/SLIN. Repeat the steps for each Line Item.

 *Note: If Unit is "M4", then the Qty. Invoiced can only be 1.*

The screenshot displays the Wide Area Workflow (WAWF) interface. At the top, there is a header bar with the text "Wide Area Workflow" in green. Below this, a navigation bar contains several tabs: "Header", "Addresses", "Deductions", "Comments", "Line Item", and "Misc. Amounts". The "Comments" tab is currently selected. The main content area is titled "Comments" and features a large text input field for "Initiator Comments". A "Page Help" button is located at the bottom of the input field. Below the input field, a message states: "UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT."

22. Select the "Comments" tab if you would like to add any comments to your invoice.
23. Select the "Header" tab to return to the Data Capture screen.
24. Click "Create Document".

1. Hide Menu

Wide Area Workflow

Header	Line Item	Addresses	Misc. Info
Telecom Invoice (Contractual)			
* = Required Fields			
Contract Number		Delivery Order	Issue Date
M0026410D0938			
Invoice Number	Invoice Date	Final Bill	Invoice Received Date
INV754	2010/03/08	N	2010/03/08
Summary of Detail Level Information			Total
2	CLIN/SLIN(s)		\$4,957.00
0	Miscellaneous Amount(s)		\$0.00
			\$4,957.00
Shipment Number		Shipment Date	
INV754		2010/03/08	
Prime Contractor		Administered By	
CAGE Code: 09NL0 Extension:		DoDAAC:	
Name: IMPACT PARTNERS, L.P.		Name:	
Inspect By		Acceptor	
DoDAAC: M00264 Extension:		DoDAAC: M00264 Extension:	
Name: TRAFFIC MANAGEMENT OFFICER		Name: TRAFFIC MANAGEMENT OFFICER	
Local Processing Official		Payment Official	
DoDAAC: HQ0313 Extension:		DoDAAC: M67443	
Name: DFAS SAN BERNARDINO		Name: DEFENSE FIN ACCT SERVICE M67443	
<input type="button" value="Submit"/> <input type="button" value="Return"/> <input type="button" value="Page Help"/>			

25. This will allow you an opportunity to review the invoice and attach any documentation prior to "Submitting" the invoice to the Requiring Activity.

26. Click "Submit".

Creating a Telecom Invoice (Non-Contractual):

1. Log into **WAWF** at <https://wawf.eb.mil>.
2. Click “Logon to WAWF”.

Note: Before being able to enter User ID and Password a message box comes up alerting user not to use the browser BACK BUTTON. Click “OK, and then enter User ID and Password or Certificate and click “Submit”.

3. Click the “Vendor” link on the left side of the screen.
4. Select the sub-link for “Create Telecom Invoice”.
5. Select “Telecom Invoice (Non-Contractual)” and click “Continue”.

1. Hide Menu Wide Area Workflow

Create New Telecom Invoice (Non-Contractual)

* = Required Fields

Pay DoDAAC *	CAGE Code / Ext. *
<input type="text" value="M67443"/>	<input type="text" value="09NLO"/>
Acceptor DoDAAC * / Ext.	AAI
<input type="text" value="M00264"/>	<input type="text" value="067443"/>
InspectBy DoDAAC / Ext.	Admin DoDAAC
<input type="text" value="M00264"/>	<input type="text" value="M00264"/>
	<input type="text" value="HQ0313"/>
	<input type="text"/>

Document Selected:

Telecom Invoice (Non-Contractual)

6. Enter the Pay DoDAAC (e.g. M67443)”.
7. Select the CAGE Code for your company from the drop down box and click “Continue”.
8. Enter the Acceptor DoDAAC and extension (if applicable) and Admin DoDAAC (e.g. M67854).
9. Click “Continue”.

Note: If InspectBy DoDAAC and Admin DoDAAC field is left blank, the InspectBy DoDAAC and Admin DoDAAC will be auto-populated with the Acceptor DoDAAC.

1. Hide Menu

Wide Area Workflow

Telecom Addresses Discounts Comments

Data Capture - Telecom Invoice (Non-Contractual)

* = Required Fields, Date = YYYY/MM/DD

Telecom Control Number	Invoice Number *	Invoice Date *	Shipment Number	Shipment Date
W3TELE10F09NL0009	INV755	2010/03/08	INV755	2010/03/08

Currency Code
USD

Item No.	Qty. Invoiced	Unit	Unit Price	Total Price	Actions
SDN		ACRN	Fiscal Year Full		
Description					

[Create Document](#) [Return](#) [Page Help](#)

10. Enter Invoice No. and Invoice Date (YYYY/MM/DD). Click the “Actions” icon to complete the Line Item fields. If you leave the Shipment No. and Shipment Date fields blank, it will default directly from what is entered in the Invoice No. and Invoice Date fields.

Note: Do not, under any circumstance, forward date the Invoice Date. The Invoice Date must not be any later than the current date. It is best to use the “*” shortcut (Shift + 8 to create a “*”), which will put the current date in this field.

1. Hide Menu

Wide Area Workflow

Telecom Addresses Discounts Comments

Data Capture - Telecom Invoice (Non-Contractual)

* = Required Fields, Date = YYYY/MM/DD

Telecom Control Number	Invoice Number *	Invoice Date *	Shipment Number	Shipment Date
W3TELE10F09NL0009	INV755	2010/03/08	INV755	2010/03/08

Currency Code

USD

Item No. *	Qty. Invoiced *	Unit *	Unit Price *	Total Price	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$0.00	
	\$DN	ACRN	Fiscal Year Full		
	<input type="text"/>	<input type="text"/>	<input type="text"/>		

Description *

11. Enter the Item No. (e.g. 0001).
12. Enter the Qty. Invoiced.
13. Enter the appropriate code in the "Unit" field using the codes found in the "Display Units of Measure Table" at the bottom left of the screen.
14. Enter the "Unit Price". No dollar signs (\$) are needed but a decimal point two spaces to the left is required if there are cents in the dollar amount.
15. Complete the "Description" field. Be as descriptive as possible. It is important to enter the Period of Performance for the fees being invoiced.
16. Click the Save icon under "Actions".

Note: If Unit is "M4", then the Qty. Invoiced can only be 1.

1. Hide Menu

Wide Area Workflow

Telecom | Addresses | Discounts | Comments

Data Capture - Telecom Invoice (Non-Contractual)

* = Required Fields, Date = YYYY/MM/DD

Telecom Control Number	Invoice Number *	Invoice Date *	Shipment Number	Shipment Date
W3TELE10F09NL0009	INV755	2010/03/08	INV755	2010/03/08

Currency Code
USD

Item No. *	Qty. Invoiced *	Unit *	Unit Price *	Total Price	Actions
0001	1	M4	\$150	\$150.00	
SDN		ACRN	Fiscal Year Full		
M2040910MDCS001		AA	2010		
Acct Install No		067443			
Description *					
Blackberry					

Actions

Document Tot

17. If there are additional items to add, click the icon under “Actions” to add another Item. Repeat the steps for each Line Item.

1. Hide Menu

Wide Area Workflow

Telecom | Addresses | Discounts | Comments

Comments

Initiator Comments

18. Select the “Comments” tab if you would like to add any comments to your invoice.
19. Select the “Telecom” tab to return to the Data Capture screen.
20. Click “Create Document”.

1. Hide Menu

Wide Area Workflow

Telecom Addresses Misc. Info

Telecom Invoice (Non-Contractual)

* = Required Fields

Telecom Control Number	Invoice Number	Invoice Date	Shipment Number	Shipment Date
W3TELE10F09NL0009	INV755	2010/03/08	INV755	2010/03/08

Item No	Unit Price	Unit of Measure	Qty. Invoiced	Amount
0001	\$150	M4	1	\$150.00
	ACRN	SDN	Fiscal Year Full	
	AA	M2040910MDCS001	2010	
	AAI		Qty. Approved	
	067443			
	Description	Approved Amount		
	Blackberry			
Requested Total:				\$150.00

Routing Information:

Prime Contractor	Administered By
CAGE Code: 09NL0 Extension:	DoDAAC: M00264
Name: IMPACT PARTNERS, L.P.	Name: TRAFFIC MANAGEMENT OFFICER
Acceptor	Inspect By
DoDAAC: M00264 Extension:	DoDAAC: M00264 Extension:
Name: TRAFFIC MANAGEMENT OFFICER	Name: TRAFFIC MANAGEMENT OFFICER
Payment Official	Local Processing Official
DoDAAC: M67443	DoDAAC: HQ0313 Extension:
Name: DEFENSE FIN ACCT SERVICE M67443	Name: DFAS SAN BERNARDINO

21. Click the "Submit" button.

Misc. Pay Introduction:

Miscellaneous Pay is a non-contractual “3-in-1” transaction containing the required information to support entitlement, ensure government acceptance and effect payment. The Misc. Pay can be initiated in two forms: (1) Vendor initiated for companies with a CAGE Code or, (2) Government Initiator/Acceptor initiated for (a) Federal Employee Personal Reimbursements or (b) on behalf of any Non-Federal Entity.

Creating a Miscellaneous Payment:

1. Log into **WAWF** at <https://wawf.eb.mil>.
2. Click “Logon to WAWF”.
3. Click the “Vendor” link on the left side of the screen.

Note: The Vendor initiated Miscellaneous Payments follow a process flow similar to the Invoice 2-in-1 currently used in WAWF. (If you are not familiar with this process, please see the section “Creating a 2-in-1 Service Invoice.”)

4. Select “Create Misc. Pay”.
5. The “Create New Misc. Pay Voucher” screen appears.

Create New Misc. Pay Voucher

* = Required Fields

Pay DoDAAC *	CAGE Code / Ext. *
M67443	09NLD
Service Acceptor * / Ext.	Acct Install No *
M00264	067443

Continue Reset Page Help

6. Complete the mandatory fields (*) for the following fields:
 - Pay DoDAAC* (e.g. M67443)
 - CAGE Code/Ext.*
 - Service Acceptor*/Ext.
 - Acct Install No* (e.g. 067443)
- * Mandatory information

7. Click "Continue".

Wide Area Workflow				
LPO DoDAAC: LPO Department of Defense Activity Address Code (DoDAAC)				
Create New Misc. Pay Voucher				
* = Required Fields, Date = YYYY/MM/DD				
Misc. Pay Control Number			Invoice Date	
W3UTIL08K09NL0001			2008/07/02	
LPO DoDAAC * / Ext.	Admin DoDAAC	Invoice No.	Misc.Type *	
M67443		M00264	W3UTIL08K09NL0001	UTIL
Document Selected:				
Misc. Pay				
<div> Continue Return Reset Page Help </div>				

8. Complete the fields for LPO DoDAAC and Admin DoDAAC.
9. Enter your unique Invoice No. and select the appropriate "Misc. Type" using the codes found in the "Display Misc. Pay Types" link at the bottom left of the screen.
10. Click "Continue".
11. The "Data Capture – Misc. Pay Voucher" screen appears and, based on previously entered data, WAWF generates the Misc. Pay Control Number.

Wide Area Workflow

Voucher Addresses Comments

Data Capture - Misc. Pay Voucher

* = Required Fields, Date = YYYY/MM/DD

Misc. Pay Control Number	Invoice Number	Invoice Date	Payee EIN
W3UTIL08K09NL0002	W3UTIL08K09NL0001	2008/07/02	752705670

Line ID *	Qty. Invoiced *	Unit *	Unit Price *	Amount	Actions
		SDN	ACRN	Chargeable FY	
Description *					

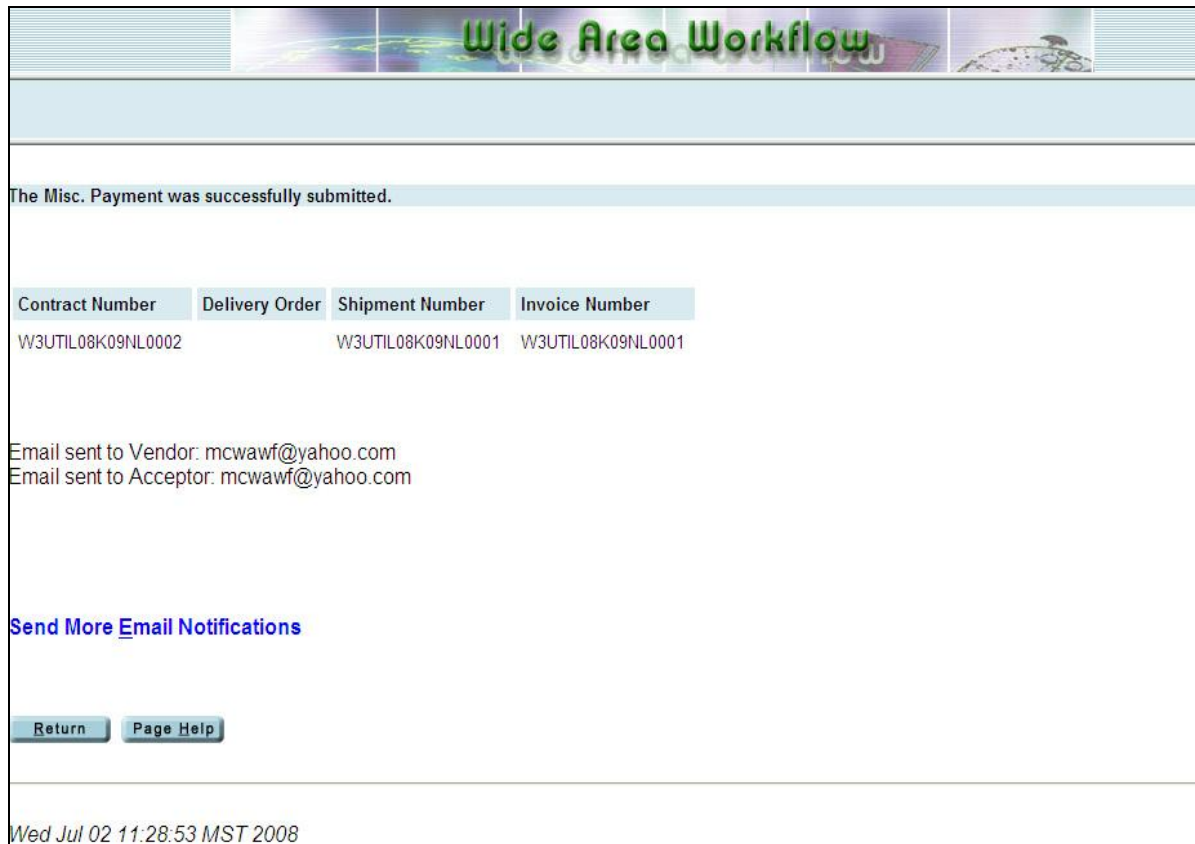
12. Click the “Actions” icon to enter Line Item information. Complete all required fields (*) and clearly identify the item(s) invoiced in the “Description” box.

Note: The SDN, ACRN, and Chargeable FY fields are not required at this time.

13. Click the Save icon under “Actions”.
14. Review all information for accuracy, especially the DoDAACs. If changes are required, click the Edit icon. If you need to add additional line items, click the Add icon. Remember to save each Line Item.
15. Click “Create Document”.

Wide Area Workflow				
Voucher Addresses Misc. Info				
MISC. PAYMENT				
* = Required Fields				
Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee TIN
W3JETF08J09NL0001	JETF	W3JETF08J09NL0001	2008/06/06	752705670
Item No	Unit Price	Unit of Measure	Qty. Shipped	Amount
0001	\$5	EA	10	\$50.00
	ACRN	SDN	Chargeable EY	
Acct Install No				
067443				
Description				
Blue Pens - 10/count				
TOTAL:				\$50.00
Routing Information:				
Payee		Administered By		
CAGE Code: 09NL0 Extension:		DoDAAC: M67854		
Name: IMPACT PARTNERS, L.P.		Name: SUPPLY OFFICER		
Service Acceptor		Local Processing Official		
Code: M67854 Extension:		DoDAAC: N00014 Extension:		
Name: SUPPLY OFFICER		Name: OFFICE OF NAVAL RESEARCH		
Payment Official				
DoDAAC: M67443				
Name: DEFENSE FIN ACCT SERV-KC CNTR				
<input type="button" value="Submit"/> <input type="button" value="Return"/> <input type="button" value="Page Help"/>				

16. The Misc. Pay document is now ready for submission. Verify the data is correct and, if changes are required, click "Return". Otherwise click "Submit".



The Misc. Payment was successfully submitted.

Contract Number	Delivery Order	Shipment Number	Invoice Number
W3UTIL08K09NL0002		W3UTIL08K09NL0001	W3UTIL08K09NL0001

Email sent to Vendor: mcwawf@yahoo.com
Email sent to Acceptor: mcwawf@yahoo.com

[Send More Email Notifications](#)

[Return](#) [Page Help](#)

Wed Jul 02 11:28:53 MST 2008

17. A screen appears confirming "The Misc. Payment was successfully submitted."
18. Click "Send More Email Notifications".
19. Select recipient(s) or add e-mail addresses. Click "Submit".

Note: New email addresses are automatically saved to your Address Book after adding.

20. Once your document has been created and submitted, it can be viewed in the Vendor History Folder. Make note of the Misc. Pay Control Number for ease of search.

Attaching Documentation:

1. If supporting documentation is to be attached for (e.g.) timesheets, vacation documentation; expense receipts, etc., to a created Combo (Invoice and Receiving Report), 2-in-1 Service Invoice, Telecom Contractual, Telecom Non-Contractual document:
2. Select the "Misc. Info" tab at the top of the page. The attachment specific buttons will appear on the right side of the page.

Wide Area Workflow

Select an Attachment: Select an Attachment

Header Line Item Addresses Misc. Info

INVOICE 2-in-1

- CONTINUATION SHEET

* = Required Fields

Contract Number	Delivery Order	Shipment Number	Invoice Number
GS10F0057J	M6785402A9007	VA1	VA1

Initiator Information

Name: Sargent Vendor Girgus
Title: tester
Phone #: 456-987-6542
DSN:
Email: wawf_undel@ecedi.nit.disa.mil
Org Email: mcwawf@yahoo.com
Comments:

IRD: 2008/07/23
Date of Action: 2008/07/23
Action(s):

[Page Help](#)

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.

3. Click on the Add icon next to the "Attachments" drop down box.



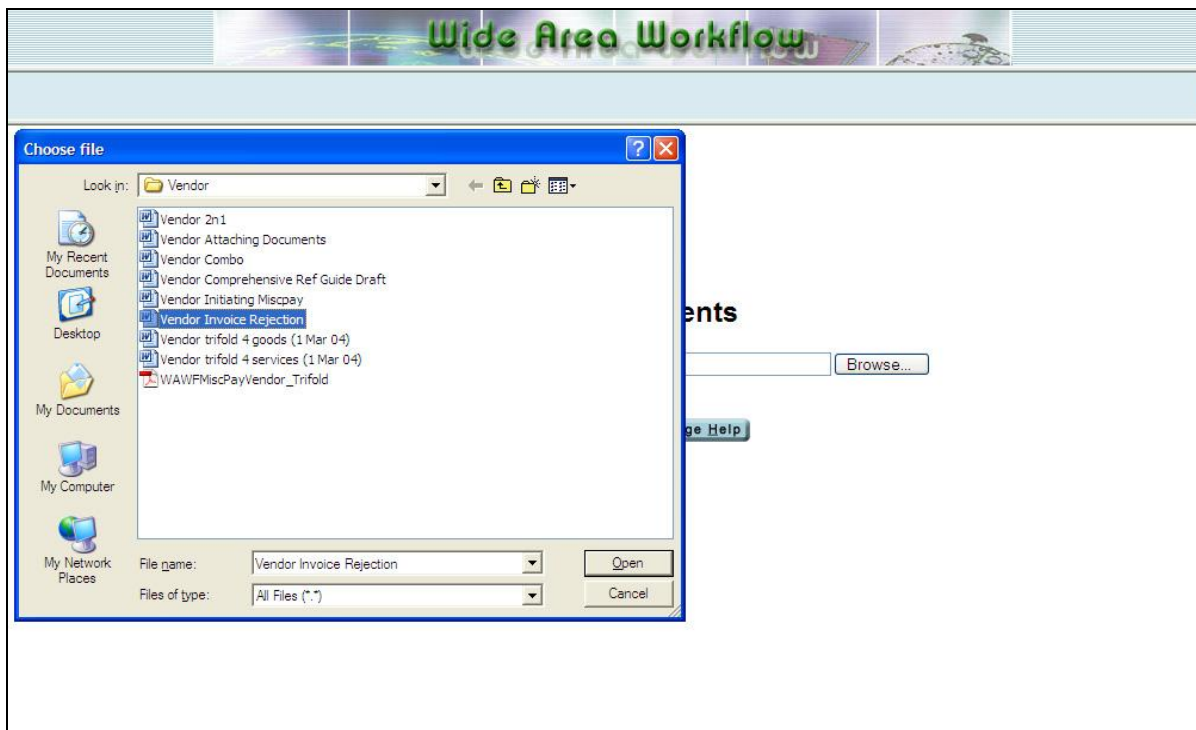
Wide Area Workflow

Type or Select a File to Attach: Type or Select a File to Attach

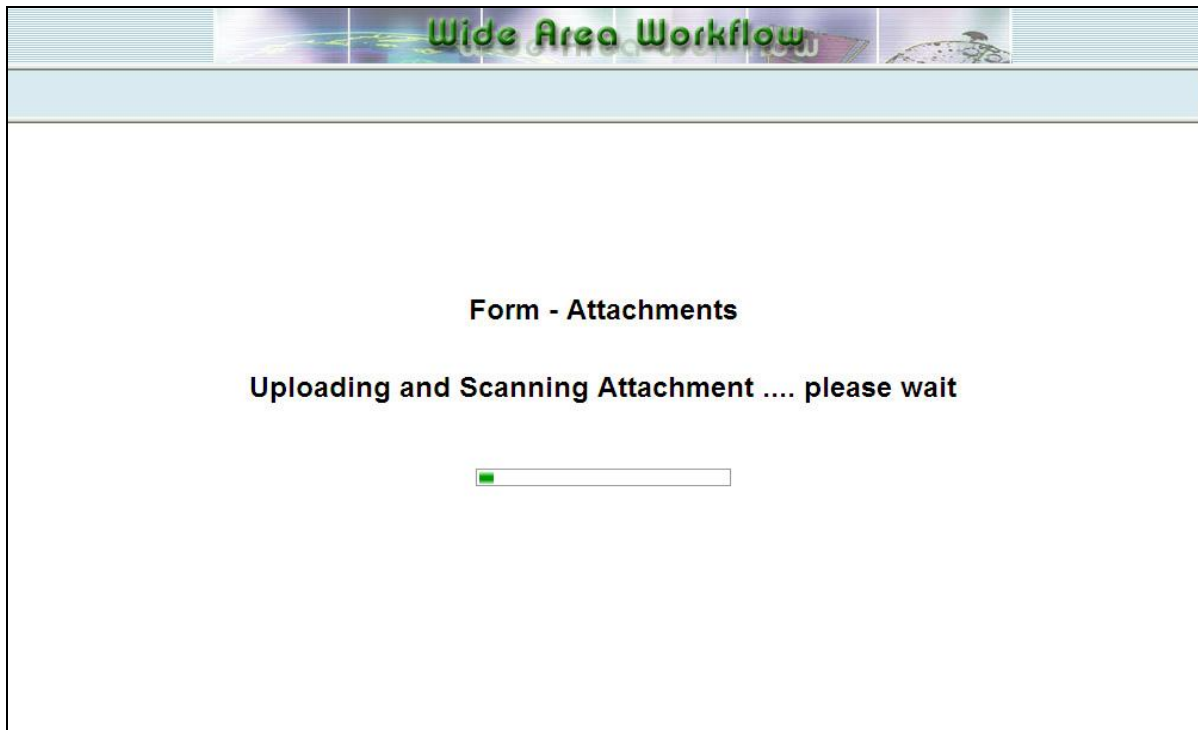
Form - Attachments

Pick up a file to attach

- Click the "Browse" button on the Attachments page.




- Select the file you want to attach.
- Click the "Open" button.




Form - Attachments

Uploading and Scanning Attachment please wait




7. Click "Continue". The Attachments Uploading status page will appear.

 *Note: Files with special characters or additional extensions in the name cannot be uploaded. A pop-up warning window will appear if the system recognizes such file names. Rename file as needed.*

Wide Area Workflow			
- CONTINUATION SHEET			
* = Required Fields			
Contract Number	Delivery Order	Shipment Number	Invoice Number
GS10F0057J	M6785402A9007	VA1	VA1
Initiator Information			
Name: Sargent Vendor Girgus Title: tester Phone #: 456-987-6542 DSN: Email: wawf_undel@ecedi.nit.disa.mil Org Email: mcwawf@yahoo.com Comments:			IRD: 2008/07/23 Date of Action: 2008/07/23 Action(s): <div> Attachments:     Attachments: attach2.jpg </div>
Page Help			
UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.			

8. After a successful upload of an attachment, the attachment will appear in the attachments dropdown box.

 *Note: Attached Files can be removed or extracted. In order to Remove or Extract attached files, select the file from the dropdown menu and click on the Remove or Extract button.*

9. Click "Continue". Your attachment will appear in the "Attachments" drop down box. You may repeat these steps to attach additional documents up to a total of 1.5 MB. Return to the "Header" tab to continue.

CDRL Attachments Tied to a ELIN:

Vendor has capability to designate attachments as containing data deliverables pursuant to a CDRL and to identify the destination system. User can attach a CDRL type attachment, tied to a ELIN on a Receiving Report:

- First position is a alpha character (A-Z).
- Last three positions are alphanumeric.

The screenshot displays the 'Wide Area Workflow' application interface. At the top, there is a navigation bar with tabs: Header, Addresses, Discounts, Mark For, Comments, Line Item, Pack, and Misc. Amounts. The 'Line Item' tab is currently selected. Below the tabs, the 'Line Item Information' section is visible, followed by a message: 'At least one Line Item is required.' Below this message are input fields for 'AAA', 'SDN', 'ACRN', and an 'Actions' button. The 'Line Item Details:' section follows, featuring a table with columns: Item No., Stock Part No., Type, Qty. Shipped, Unit, Unit Price, Amount, UID, and Actions. Below this table is the 'CDRL ELIN Line Item Details:' section, which is circled in red. This section contains a table with columns: Item No., Qty. Shipped, Unit, Unit Price, Amount, and Actions. At the bottom of the interface is a 'Page Help' button.

- 1) In the Line Item tab, click the "CDRL ELIN Line Item Details."

Wide Area Workflow

Add CDRL ELIN

Required Fields

Item No. *	Qty. Shipped	Unit	NSP	Unit Price
<input type="text"/>	1	EA	<input type="checkbox"/>	\$ <input type="text"/>

SDN	ACRN	Amount
<input type="text"/>	<input type="text"/>	\$ <input type="text" value="0.00"/>

AAA

Description *

2) In the ELIN tab, add the CDRL ELIN information.

Wide Area Workflow

CDRL Attachment

Required Fields

SYSUID *

Attachments:

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.

3) In the Attachment tab, enter the SYSUID & add applicable attachments.

If an Invoice or Receiving Report Is Rejected:

Due to your Item Number (CLIN), Quantity Shipped, Unit, Unit Price, or Description containing incorrect information.

1. Log into WAWF at <https://wawf.eb.mil>.
2. Click "Logon to WAWF".
3. Click the "Vendor" link on the left side of the screen.
4. Select the sub-link for "Access Rejected Invoices".

Search Criteria - Vendor Rejected Invoices Folder

* = Required Fields

CAGE*	SSN / EIN
Select Location Code	
Contract Number	Delivery Order
Vendor (Payee) / Extension	Ship From / Extension
Shipment No.	Invoice Number
Type Document	Status
All Documents	All Documents
Create Date (YYYY/MM/DD)	Create Date End (YYYY/MM/DD)
Acceptance Date (YYYY/MM/DD)	Acceptance Date End (YYYY/MM/DD)
Invoice Received Date (YYYY/MM/DD)	Invoice Received Date End (YYYY/MM/DD)
Estimated Delivery Date (YYYY/MM/DD)	Estimated Delivery Date End (YYYY/MM/DD)

Submit Page Help

5. Select the CAGE Code from the dropdown menu.

Wide Area Workflow

Vendor Rejected Invoices Folder for '09NLO' 1 items, sorted by Contract Number

Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Resubmit?	Invoice Received Date	Change DoDAAC	Void?	Amount	Reject Reason
1	Misc. Pay	09NLO	W3UTIL08K09NL0002		W3UTIL08K09NL0001	2008-07-02	Yes	V	\$10.00	Clean up

[First](#) [Next](#) [Previous](#) [Last](#)
[Return](#) [Page Help](#)

6. Click your Invoice Number under the column titled “Resubmit?”.

Wide Area Workflow

Data Capture - Misc. Pay Voucher

* = Required Fields, Date = YYYY/MM/DD

Misc. Pay Control Number	Invoice Number	Invoice Date	Payee EIN
W3UTIL08K09NL0002	W3UTIL08K09NL0001	2008/07/02	752705670

Line ID *	Qty. Invoiced *	Unit *	Unit Price *	Amount	Actions
0001		10 EA		\$1	\$10.00 
	SDN	ACRN	Chargeable FY		
	Acct Install No				
	067443				
Description *					
Misc Pay July 02, 2008					

Document Total:
\$10.00

[Create Document](#) [Return](#) [Page Help](#)

7. Click on the Edit Line Item icon under “Actions”.

Wide Area Workflow					
W3UTIL08K09NL0002		W3UTIL08K09NL0001		2008/07/02	752705670
					Document Total
					\$10.00
Line ID *	Qty. Invoiced *	Unit *	Unit Price *	Amount	Actions
0001	10	EA	\$ 1	\$ 10.00	
SDN		ACRN	Chargeable FY		
Description *					
Misc Pay July 02, 2008					
<div> <div>Create Document</div> <div>Return</div> <div>Page Help</div> </div>					

- Correct the incorrect data and click the Save icon.
- Click the "Create Document" button at the bottom of the page. This will allow you opportunity to review the invoice and attach any documentation prior to submitting the invoice to the Requiring Activity.

Wide Area Workflow	
<div> <div>Acct Install No</div> <div>067443</div> </div>	
<div> <div>Description</div> <div>Misc Pay July 02, 2008</div> </div>	
TOTAL: \$10.00	
Routing Information:	
Payee	Administered By
CAGE Code: 09NLL0 Extension:	DoDAAC: M00264
Name: IMPACT PARTNERS, L.P.	Name: TRAFFIC MANAGEMENT OFFICER
Service Acceptor	Local Processing Official
Code: M00264 Extension:	DoDAAC: M67443 Extension:
Name: TRAFFIC MANAGEMENT OFFICER	Name: DEFENSE FIN ACCT SERV-KC CNTR
Payment Official	
DoDAAC: M67443	
Name: DEFENSE FIN ACCT SERV-KC CNTR	
<div> <div>Submit</div> <div>Return</div> <div>Page Help</div> </div>	

Due to not including necessary/correct DoDAAC information.

1. Log into **WAWF** at <https://wawf.eb.mil>.
2. Click "Logon to WAWF".
3. Click the "Vendor" link on the left side of the screen.
4. Select the sub-link for "Access Rejected Invoices".

Search Criteria - Vendor Rejected Invoices Folder

* = Required Fields

CAGE* SSN / EIN

Select Location Code

Contract Number Delivery Order

Vendor (Payee) / Extension Ship From / Extension

Shipment No. Invoice Number

Type Document Status

All Documents All Documents

Create Date (YYYY/MM/DD) Create Date End (YYYY/MM/DD)

Acceptance Date (YYYY/MM/DD) Acceptance Date End (YYYY/MM/DD)

Invoice Received Date (YYYY/MM/DD) Invoice Received Date End (YYYY/MM/DD)

Estimated Delivery Date (YYYY/MM/DD) Estimated Delivery Date End (YYYY/MM/DD)

Submit Page Help

5. Choose the CAGE Code.

Vendor Rejected Invoices Folder for '09NLO' 1 items, sorted by Contract Number

Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Resubmit?	Invoice Received Date	Change DoDAAC	Void?	Amount	Reject Reason
1	Misc. Pay	09NLO	W3UTL08K09NLO002		W3UTL08K09NLO001	2008-07-02	Yes	V	\$10.00	Clean up

First Next Previous Last

Return Page Help

6. Under the column titled "Change DoDAAC" click "[Yes](#)".

Wide Area Workflow				
Ship To DoDAAC: The ShipTo Code to be placed on the document. This Department of Defense Activity Address Code (DoDAAC) corresponds to the Government Acceptor. This will equate to the "Performed At" location if the document is for Services and MOCAS paid or DCMA Administered.				
Change Routing Information				
* = Required Fields				
Misc. Pay Control Number		Invoice Number		Invoice Date
W3UTIL08K09NL0002		W3UTIL08K09NL0001		2008/07/02
Service Acceptor * / Ext.	LPO DoDAAC * / Ext.	Admin DoDAAC	Pay DoDAAC	Misc. Type
M00264	M67443	M00264	M67443	UTIL
<input type="button" value="Continue"/> <input type="button" value="Return"/> <input type="button" value="Reset"/> <input type="button" value="Page Help"/>				

- The "Change Routing Information" page appears. Correct the incorrect data and click "Continue".
- Click "Create Document". This will allow you opportunity to review the invoice and attach any documentation prior to submitting the invoice to the Requiring Activity.

NOTE: It is recommended that you send an Email notification to the Service Acceptor. Click "Send More Email Notifications" to do so.

Due to incorrect Contract Number, Invoice Number, or Invoice Date. (The invoice must be voided.)

1. Log into **WAWF** at <https://wawf.eb.mil>.
2. Click “Logon to WAWF”.
3. Click the “Vendor” link on the left side of the screen.
4. Select the sub-link for “Access Rejected Invoices”.

Search Criteria - Vendor Rejected Invoices Folder

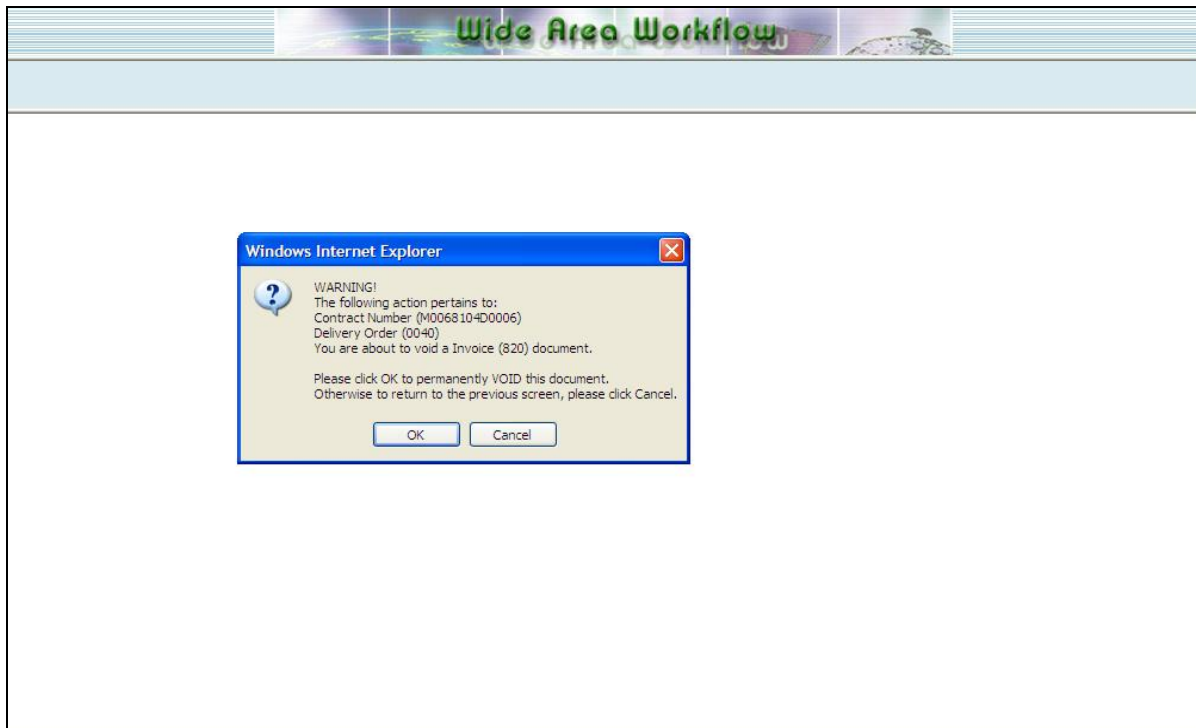
* = Required Fields

CAGE* Select Location Code ▼	SSN / EIN <input type="text"/>
Contract Number <input type="text"/>	Delivery Order <input type="text"/>
Vendor (Payee) / Extension <input type="text"/> <input type="text"/>	Ship From / Extension <input type="text"/> <input type="text"/>
Shipment No. <input type="text"/>	Invoice Number <input type="text"/>
Type Document All Documents ▼	Status All Documents ▼
Create Date (YYYY/MM/DD) <input type="text"/> <input type="button" value="JS"/>	Create Date End (YYYY/MM/DD) <input type="text"/> <input type="button" value="JS"/>
Acceptance Date (YYYY/MM/DD) <input type="text"/> <input type="button" value="JS"/>	Acceptance Date End (YYYY/MM/DD) <input type="text"/> <input type="button" value="JS"/>
Invoice Received Date (YYYY/MM/DD) <input type="text"/> <input type="button" value="JS"/>	Invoice Received Date End (YYYY/MM/DD) <input type="text"/> <input type="button" value="JS"/>
Estimated Delivery Date (YYYY/MM/DD) <input type="text"/> <input type="button" value="JS"/>	Estimated Delivery Date End (YYYY/MM/DD) <input type="text"/> <input type="button" value="JS"/>


5. Choose the CAGE Code from the dropdown menu.

Wide Area Workflow										
Vendor Rejected Invoices Folder for '09NL0' 1 items, sorted by Contract Number										
Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Resubmit?	Invoice Received Date	Change DoDAAC	Void?	Amount	Reject Reason
1	Misc. Pay	09NL0	W3UTIL08K09NL0002		W3UTIL08K09NL0001	2008-07-02	Yes	V	\$10.00	Clean up
<div>FirstNextPreviousLast</div> <div>ReturnPage Help</div>										

6. Under the column titled "Void?" select the "[V](#)" link to void the invoice.



7. When the warning page appears, click "OK".



The Void Action on the Invoice was successful.

Contract Number	Delivery Order	Shipment Number	Invoice Number
M0068104D0006	0040	DFC0820	820

[Return](#) [Page Help](#)

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8. The Invoice successfully voided window appears. Click “Return” to go back to the “Rejected Invoices” screen.

DoD Guidance:

National Defense Authorization Act 2001 Requirement: Section 1008...required the Secretary of Defense to ensure that any claim for payment under a DoD contract be submitted in electronic form. Further, Contracting officers, contract administrators, certifying officials, shall transmit the claim and any additional documentation to support the determination and payment of the claim to such other officer electronically.

WAWF Resources:

WAWF 4.2 Production Site:

<https://wawf.eb.mil>

WAWF Training Website:

<https://wawftraining.eb.mil>

WAWF Web Based Training (WBT) Website:

<http://www.wawftraining.com>

USMC WAWF Help Desk:

(540) 658-2611

USMC eBusiness Initiative Web Site

<http://www.marcorsyscom.usmc.mil/sites/pa/>